



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ASSISTANT PUBLIC WORKS
MAINTENANCE MANAGER

PN# 107233

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M – F; 8:00 am – 5:00 pm*

*Subject to change

9DESCRIPTION OF DUTIES/ESSENTIAL DUTIES

Schedules, prepares and reviews work assignments for wastewater collection systems cleaning and TV inspections. Responds to requests for investigations of complaints from the public and other City of Houston Departments. Coordinates work of sections and works cooperatively with other divisions, outside agencies, committees and civic associations. Implements emergency preparedness plan and gives personal attention to emergency and special problems; responds to complaints or inquiries from the public, City officials or agencies. Plans, organizes schedules, directs, and reviews various operations, facilities and personnel. Reviews and critiques methods and procedures regularly to maintain and improve efficient area operations. Evaluate individual and group performance and makes or recommends needed improvements. Maintains current knowledge of technological and legislative changes, which affect specific activities and initiates actions made necessary by such changes. Maintain records and reports of work scheduled and accomplished. Provides input for decision-making and planning.

10WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11MINIMUM EDUCATIONAL REQUIREMENTS

An Associate’s degree or certification/licensing in a technical specialty program of over 18 months and up to three years duration are characteristic of this level.

12MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of experience closely related to the activities of the branch or division are required.

13MINIMUM LICENSE REQUIREMENTS

Requires valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).

14PREFERENCES

Preference will be given to applicants with collection system maintenance experience. Must have either a Class III Collection System license or a C Wastewater Treatment License or be willing to obtain one within one year of employment.

15SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

16SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26

\$1,587 - \$2,203 Biweekly\$41,262 - \$57,278 Annually

18OPENING DATE

October 26, 2005

19CLOSING DATE

November 08, 2005

20APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer